

Iowa Board of Nursing

License by Examination Checklist

The following steps are required for Iowa License by Examination

Step #1: Complete the Iowa Application for License by Examination (Online or Paper)

- Make sure all questions are answered!

Step #2: Complete TWO (2) Fingerprints Cards - All Fingerprint Cards submitted **MUST** be the **two** cards received from the Nursing Program or the Iowa Board of Nursing office. The Fingerprint Cards can be taken to your local police station or sheriff's office for you to be fingerprinted.

- Make sure all of the personal information in the descriptor boxes is completed e.g. eyes, hair, place of birth, signature, etc.
- Do **NOT** submit the fingerprint packet prior to completing an online application.

Step #3: Complete and submit the Waiver Form to allow for the Iowa Board of Nursing to conduct a Criminal History Background Check.

Step #4: Submit the fee of \$143.00 paid by either check or money order (If Not Paid Online) All fees are non-refundable.

Step #5: MAIL **ALL** THE ABOVE INFORMATION TOGETHER TO:
The application and fee are only mailed if not applying online.

Iowa Board of Nursing
400 SW 8th St, Suite B
Des Moines, IA 50309

Step #6: Contact your **Nursing Program** to **Mail** an official transcript directly to the Iowa Board of Nursing. (Address is above) *Electronic or faxed copies are **NOT** acceptable.*

Step #7: Register with NCLEX.

- The NCLEX Registration Form is available to complete online at www.pearsonvue.com/nclex or by telephone 1-866-496-2539.

NOTE: The Authorization to Test (ATT) from Pearson Vue cannot be emailed to you until all of the items above are completed/received. The Iowa Board of Nursing does **NOT** send you an email. The Authorization to Test (ATT) is the only notification you will receive.

For additional detailed instructions see the Form: "Instructions for License by Examination" on the Board's website: <https://nursing.iowa.gov>.

To find out the status of your application, go to IBON Online Services and click on "Check the Status of an Application in Process" prior to calling the Nursing Board office.